

Catawba County Emergency Medical Services Standard Operating Guidelines

Extended Leave Guideline

- An absence of at least 28 consecutive shifts for full time employees or two calendar months for part time employees will be considered extended leave.
- A review board consisting of the Training Officer, the employee's Chief Trainer, and the employee's Crew Chief will look at each case individually. Should the employee in question be a Chief Trainer or a Crew Chief this person will be excluded from the review board and the EMS manager will assume the position.
- The following options exist for re-entry in the event of extended leave. Typically this situation only requires general review of base information and evaluation to ensure continued competency. The employee who is out of work for an extended period of time must work with the appropriate Chief Trainer (or designee) for no less than seven shifts or successfully complete competency testing (consisting of a written protocol exam and practical skill evaluation). During this period the employee will be functioning in a third person role only. Once the seven shifts have been completed the review committee will meet and determine the outcome of the remediation. The employee may be released to work on their normal shift or other remediation may be recommended. Other options that are available include:
 - Counseling session
 - Reduction of certification
 - Didactic training
 - Clinical experience
 - Reevaluation
 - Other – defined by the review committee

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